
PERSONAL LEAVE PACKET

[INSTRUCTIONS]

NOTE: Please talk to your Class Dean or the Coordinator of Leaves and Withdrawals in the Office of the Dean of Studies about taking a leave of absence. You may want to do this early in the semester in order to determine the appropriate form of leave.

1. Notification of Departure from Campus (NDFC) form

- Fill out top portion of NDFC (please print).
- Indicate duration of leave.
- Answer the question on page 3 of this packet.

2. Personal Leave of Absence Agreement

- Read this form carefully.
- Fill in the blanks.
- Sign your name. After your leave is processed, you will receive a copy of this form in the mail as written confirmation of your leave.

3. Personal Leave of Absence Questionnaire (used for institutional statistics on leaves only)

4. Required Signatures for the NDFC

- Academic advisor. Discuss your plan with your advisor and have him/her sign the NDFC and the PLOA Advising Guide (page 3 of this packet).
- Student Accounts Office (Carnegie 122).
- Financial Aid, if you are currently receiving financial aid (Carnegie 123).
- Associate Dean Grim, if you are an international student (Peters 205).
- Associate Dean of the Conservatory, if you are a Conservatory student (Bibbins 123).
- Either your Class Dean or Randal Doane, Assistant Dean, must sign as the interviewer.

5. Send an e-mail to Harold.Stout@oberlin.edu with your OCMR# and your date of departure, as well as a new mailing address. Submit a change of address form to the US Postal Service.

Also included for your information:

- Financial Aid Implications

TO PROCESS YOUR LEAVE, COMPLETED FORMS MUST BE RETURNED TO:

Office of the Dean of Studies – PLOA 50 North Professor St., Peters 205 Oberlin College Oberlin, OH 44074-1091	Phone: 440/775-8540 Fax: 440/775-6369
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DEADLINES: The deadline for applying for a personal leave is the first Friday in December for spring leaves and the first Friday in May for fall leaves. Please make timely arrangements for an exit interview with your Class Dean or the Coordinator of Leaves and Withdrawals (440 775-8540/6499). Students requesting Personal Leaves of Absence after the deadline will be charged a \$300.00 late fee upon their return to the College. Once a semester has begun, decisions about granting a personal leave rest with the Dean of Studies and, when applicable, the Conservatory Associate Dean.

If you have any questions, please contact the Office of the Dean of Studies at 440/775-8540.

NOTIFICATION OF DEPARTURE FROM CAMPUS (PERSONAL LEAVE)

(PLEASE PRINT)

LAST NAME	FIRST NAME	T#	OCMR#
CLASS (PLEASE CIRCLE) FR SO JR SR FIFTH YEAR GRAD		DIVISION CON A&S DD	
HOME STREET ADDRESS		CITY, STATE, ZIP	
SS#	HOME #	CELL #	
STREET ADDRESS FOR LEAVE (IF DIFFERENT)		USABLE DATES	CITY, STATE, ZIP
MAJOR		ADVISOR	
DURATION OF REQUEST		1 Semester	2 Semesters
Will you do a Winter Term Project during the current academic year?		Yes	No Uncertain
If yes, will you live in a residence hall during Winter Term?		Yes	No Uncertain
Will you take classes while on leave?		Yes	No Uncertain

APPROVAL SIGNATURES

DATE

STUDENT

ADVISOR

INTERVIEWER/CLASS DEAN

STUDENT ACCOUNTS

HOLD CLEAR

FINANCIAL AID

HOLD CLEAR

DEAN GRIM (FOR INTERNATIONAL STUDENTS)

ASSOCIATE DEAN, CONSERVATORY
(FOR CONSERVATORY AND DOUBLE-DEGREE STUDENTS)

OFFICE USE ONLY

LAST DAY OF ENROLLMENT

EFFECTIVE DATE

STUDENT SCHEDULED TO RETURN

FALL _____

WT _____

SPRING _____

LEAVES AND WITHDRAWALS COORDINATOR

DATE

- CC: ADVISOR CLASS DEAN CONSERVATORY DEAN OF STUDENTS FINANCIAL AID REGISTRAR
 RES ED & DINING STUDENT ACADEMIC SERVICES STUDENT ACCOUNTS

PERSONAL LEAVE OF ABSENCE ADVISING GUIDE

Please discuss your plans for your time away with your advisor and have him/her sign below. If your advisor is unavailable, you may obtain either the signature of Randal Doane, Coordinator of Leaves, in the Office of the Dean of Studies, Peters 205 (College students), or the Associate Dean of the Conservatory, Bibbins 123 (Conservatory students). Double Degree students should obtain the signatures of both advisors. International students also need to acquire the signature of Katya Grim, Associate Dean of Studies, Peters 205.

STUDENT:

ID#:

ADVISOR:

DATE:

We encourage you to write a brief statement, in consultation with your advisor, which explains why you are taking a Personal Leave of Absence. Your response will be kept confidential and will not be part of your permanent record.

Signature of Advisor(s)

Signature of Randal Doane, Assistant Dean

CC: ADVISOR OFFICE OF THE DEAN OF STUDIES

PERSONAL LEAVE OF ABSENCE AGREEMENT

NAME:

ID#:

YOU HAVE BEEN GRANTED A PERSONAL LEAVE OF ABSENCE FOR:

YOU ARE EXPECTED TO RESUME YOUR STUDIES AT OBERLIN COMMENCING:

PERSONAL LEAVE OF ABSENCE (PLOA) TERMS AND RESTRICTIONS

- A. Personal leaves are granted for the subsequent semester(s) with the expectation that students will complete the current semester in good overall standing.
 1. You are permitted to take a PLOA if you are placed on academic probation, and you will resume your period of probation upon your return. If you are suspended from the College for any reason (academic or disciplinary), or if you are required to withdraw by the institution, your personal leave will be canceled and your status will be changed accordingly.
 2. If you have a balance due in the Office of Student Accounts, and your account is not paid by the last day of the preceding semester, your leave will be canceled and your status will be changed to "Bursar's Required Withdrawal."
 3. You must apply for a PLOA by the first Friday in May for fall leaves and the first Friday in December for spring leaves. A \$300 late fee is applicable for regular PLOA applications (or requests for extensions) received after the deadline.
- B. INTERNATIONAL STUDENTS. A personal leave will affect your visa status. Please meet with Dean Grim (Peters 205) to discuss your visa status before you finalize your plans for leaving campus.
- C. Students on PLOA are expected to resume their studies at Oberlin College at the time indicated above.
- D. You may take a maximum of four semesters of leave.
- E. General
 1. You are required to check your OCMail account regularly while on personal leave.
 2. You are required to contact the Registrar if your mailing address changes while on leave.
 3. Your final senior semester must be spent in residence in Oberlin. Therefore, neither personal leaves nor extensions will be granted for that term.
 4. If you fail to return from PLOA status without making appropriate arrangements, you will be withdrawn by the Registrar.
 5. Upon returning from personal leave, you will be assigned a new OCMR.
- F. Academic
 1. You may study at another institution while on PLOA and transfer the credits back to the College. You are responsible for obtaining approval from the appropriate department or program prior to taking courses elsewhere. A maximum of six credits per semester may be approved for transfer under the personal leave category. Regulations on transfer credit and transfer of credit forms are available at the Registrar's website at www.oberlin.edu/regist.

PERSONAL LEAVE OF ABSENCE AGREEMENT (CONT'D)

2. In order to obtain credit for a Winter Term project, you must be enrolled for and complete at least one semester of that academic year at Oberlin.

G. Returning from a Personal Leave of Absence

1. The Registrar will send an e-mail to your OCMail account in either mid-October or mid-March, respectively, for your return in either the spring or the fall. You are expected to reply to that e-mail within five days, to express your intent to return as scheduled or to extend your leave. To register for Winter Term, you must make arrangements with the Registrar by the Winter Term registration deadline.
2. Upon confirmation of your intent to return, registration information will be sent by e-mail.
3. Residential Education will send e-mail to your OCMail account in mid-October or mid-March, depending upon whether your date of return is the spring or the fall, respectively. If you fail to attend to the registration deadline noted by the Registrar, you will be withdrawn and removed from your preferred housing assignment. Note: you will still be required to live in college housing.

H. Extending a Personal Leave of Absence

1. Personal Leaves may be extended for an additional semester or academic year, within the maximum of four semesters of leave. Requests for extension may be made by e-mail to randal.doane@oberlin.edu, and should note the length of extension (e.g., one semester).
2. Conservatory and Double Degree students away for two or more consecutive semesters may be required to re-audition. Contact the Conservatory Associate Dean's Office for more information.

I. Returning Early from or Canceling a Personal Leave of Absence

1. If you wish to cancel a semester of personal leave, you should e-mail dean.of.studies@oberlin.edu. Please indicate that you would like to cancel a semester of personal leave, and include a number where you can be reached. To cancel a fall semester leave, you must contact the Office of the Dean of Studies by August 1. To cancel a spring semester leave, you must contact Office of the Dean of Studies by January 2.
2. Requests made after the dates noted above may be approved, but we cannot guarantee your preferences will be met for course selection, housing and dining assignments, or financial aid.
3. You should not presume these changes have been approved until you receive confirmation from the Office of the Dean of Studies.

I have read the terms of this agreement and have noted the deadlines and requirements involved. I take responsibility for being aware of and complying with any special requirements, such as those involving financial aid or my return from a personal leave of absence. I have also consulted the Oberlin College Student Regulations, Policies and Procedures for detailed information.

Student's Signature

Date

PERSONAL LEAVE OF ABSENCE QUESTIONNAIRE

It is useful to the institution to know why students are deciding to take a Personal Leave of Absence.

NAME							
PLOA	<input type="checkbox"/> FALL __ (YEAR)	<input type="checkbox"/> SPRING __ (YEAR)					
RETURNING	<input type="checkbox"/> FALL __ (YEAR)	<input type="checkbox"/> SPRING __ (YEAR)					
GENDER	<input type="checkbox"/> FEMALE	<input type="checkbox"/> MALE					
DIVISION	<input type="checkbox"/> COLLEGE	<input type="checkbox"/> CONSERVATORY	<input type="checkbox"/> DOUBLE DEGREE				
CLASS (BEFORE LEAVE)	<input type="checkbox"/> FIRST YEAR	<input type="checkbox"/> SOPHOMORE	<input type="checkbox"/> JUNIOR	<input type="checkbox"/> SENIOR	<input type="checkbox"/> 5 TH YR.	<input type="checkbox"/> GRADUATE	
ETHNICITY	<input type="checkbox"/> ASIAN AMERICAN/PACIFIC ISLANDER		<input type="checkbox"/> AFRICAN AMERICAN/BLACK				
	<input type="checkbox"/> HISPANIC/LATINO			<input type="checkbox"/> ESKIMO/ALEUT/NATIVE AMERICAN			
	<input type="checkbox"/> WHITE			<input type="checkbox"/> OTHER (SPECIFY) _____			

Please review each question below, and indicate whether it is:

P — your primary reason for taking a Personal Leave **S** — somewhat important in your decision
V — very important in your decision **N** — unimportant or not applicable in your decision

1. P V S N I am planning to work for financial reasons.
2. P V S N I am planning to work to gain experience in my career field.
3. P V S N I am planning to work to explore a possible career field.
4. P V S N I am planning to participate in an internship. (Specify)
5. P V S N I have an opportunity to pursue my career goals in another non-college setting (e.g., private music lessons).
6. P V S N I will attend another institution to determine if I want to continue my education there.
7. P V S N I want to re-evaluate my goals/gain perspective.
8. P V S N I need more time before deciding on a major.
9. P V S N I am tired of academics.
10. P V S N I have an opportunity to travel.
11. P V S N I want to pursue relationship(s) with person(s) not at Oberlin.
12. P V S N I am needed at home.
13. P V S N I have a physical health problem.
14. P V S N I was on Academic Leave or Medical Leave (please circle), and want more time before returning to Oberlin. (Please specify your plans for your time away on the back of this sheet.)

Please indicate any other reasons for your request for a PLOA:

FINANCIAL AID IMPLICATIONS FOR STUDENTS

TAKING A LEAVE OF ABSENCE

If you are considering withdrawing or taking a leave of absence from Oberlin, and you are receiving financial aid from either Oberlin or another agency, there may be consequences worth reviewing. You should visit the Office of Financial Aid before finalizing their plans. Some of the issues to be considered include:

1. Refunds: In the case of a Personal Leave of Absence, tuition, room and board will be refunded in full. A student is not eligible to take a Personal Leave once the semester is underway.
2. Eligibility: You are eligible to apply for eight semesters of financial aid (ten semesters for double-degree students). If any financial aid is paid during a semester of leave, it will count towards a semester of aid eligibility.
3. Outside Agencies: Funds from outside agencies will be returned in accordance with the policies of that agency. It is your responsibility to contact the outside agency to determine if you are eligible to receive the outside funds once you return to Oberlin.
4. Loans: If you have received a Federal Stafford or Federal Perkins Loan, you should note that the loans go into repayment either six or nine months from the date of withdrawal, depending on the type of loan. If you re-enroll as a half-time student or a full-time student, at Oberlin or another approved post-secondary institution before the grace period has expired, the loan will return to a deferred payment status, although not automatically. It is your responsibility to notify the lending agency that you have resumed student status. Students will receive only one six or nine month grace period.
5. Aid Transferability: You are not eligible for aid from Oberlin while on a personal leave of absence.
6. Aid Application: If you plan to return to Oberlin and wish to be considered for financial aid, you are responsible for obtaining and completing the necessary forms (available at www.oberlin.edu/financialaid/returning). If you are planning to return for the fall semester, aid applications must be completed before June 1st. If you are planning to return for the spring semester, aid application must be completed by November 1st.